



## **ARCHIVES REVOLVING FUND RATE DAY - APRIL 19, 2006**

### **Services Provided:**

The Archives Division manages stores and preserves state records in addition to providing training and records management services to state agencies.

RCW 40.14.025 provides that the appropriation to the division will be allocated to state agencies for those services.

### **Calculations and Methodologies:**

The formula for allocating the appropriation to state agencies is developed using:

1. each agency's budgeted FTE (provided by OFM); and
2. number of boxes stored in the Records Center for each agency.

The FTE allocation supports the managing, preserving, training and records management services. The number of box allocation supports the Records Center services. Both of these amounts are combined and billed to state agencies each quarter of the biennium.

### **Proposed 07-09 Changes:**

Billing increase of 9% to cover:

- 2006 supplemental add for Records Management services - \$4,000/biennium
- 2007-09 add for Digital Archive technology phase 3 - \$584,000/biennium
- On going 2003-05 biennium adds not included in billing - \$125,000/biennium

### **Contact Person:**

Dalene Conant  
Budget Office  
Phone: 360-586-4553  
Email: Dconant@secstate.wa.gov